

# DISCIPLINE: Desktop Productivity Tools

## Discipline Roadmap for: Desktop Productivity Tools

Current		2 Years		5 Years	
<b>Baseline Environment</b> Office 97 Standard/Professional Office 2000 Standard/Professional Office XP Standard/Professional WordPerfect Office Lotus SmartSuite Star Office Legacy Word Processing/ Spreadsheet/Presentation Packages		<b>Tactical Deployment</b>  Office XP Standard/Professional Office 2003 Standard/Professional Open Office 2.0		<b>Strategic Direction</b>  Market Watch	
				<b>Shared</b>	<b>Agency</b> ✓
<b>Retirement Targets</b> Legacy Packages Suites Incompatible with Standard OS		<b>Mainstream Platforms</b>  Office XP, Office 2003, Open Office 2.0			
<b>Containment Targets</b>  WordPerfect Office/Lotus SmartSuite/Star Office/Office 2000 and earlier			<b>Emerging Platforms</b>  Office Services		
<b>Implications and Dependencies</b> Future availability of vendor support may dictate moving some packages from “containment” to “retirement” status. Backward compatibility and ability to read older formats are critical.					
<b>Roadmap Notes –</b> Standard to be reviewed annually after adoption by AOC.					

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### ■ **Discipline Boundaries:**

- ☐ Office productivity suites for general use.

### ■ **Migration Considerations:**

- ☐ Hardware and operating system may need to be upgraded to standards before migration.
- ☐ Documents/spreadsheets/etc. with extensive internal programming may require revision as part of the migration process.

### ■ **Exception Considerations:**

- ☐ Users heavily involved with programming or end-user support may require Developer versions of standard suites and/or non-supported packages.

### ■ **Miscellaneous Notes:**

- ☐ None

### ■ **Established Date**

- ☐ April 28, 2004

### ■ **Date Last Updated:**

- ☐ April 22, 2006

### ■ **Next Review Date:**

- ☐ April 2007